

Minutes
Baraboo District Ambulance Commission
Remote/Virtual Meeting
No in person public access available
Baraboo, WI 53913
June 24, 2020 at 7:00 PM

- Notice to -

Commissioners: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others: Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Kennie Downing, Local Media

The Baraboo District Ambulance Service is holding the Commission Meeting virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic. Commission Members who will be participating remotely, will have the ability to hear all Commission Members during the meeting, and will have all documents relevant to the agenda accessible by email. Any vote taken by the Commission will be by roll call vote.

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling (262) 220-7112 Conference ID: 130 434 112# (all numbers and symbol should be entered)
3. Written comments: members of the public must send written public comments on agenda items to Commission President Tim Stieve at tdstieve@charter.net These comments will be distributed to other Commission Members and may be read during the "public invited to speak" section of the agenda.

Call to Order & Roll Call

Call to order by Commission President T. Stieve at 7:00 p.m. Present highlighted above. D. Dahlke absent.

1. Note compliance with the Open Meeting Law
Acknowledged by J. Rago
2. Adoption of agenda Motion to adopt the Agenda made by R. Meier with second by J. Petty.
Voice vote. Motion passed unanimously.
3. Approval of previous minutes Motion to adopt the previous minutes made by P. Wedekind with second by T. Stone. Voice vote. Motion passed unanimously.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

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Public Comments – In lieu of voiced public comments, correspondence received from the public may be read by Commission President Tim Stieve. No public comments reported.

Reports

- Legal Counsel Report - N. Marklien reported that Camp Douglas sent letter on June 4, 2020 outlining the Commission stance on the June 13, 2020 termination of service.
- President's Report – None
- Treasurer/Financial Report - R. Meier reported financial statements are not out of order. T. Stone asked about undesignated line on statements and its meaning. R. Meier explained. Voice vote. Motion passed unanimously.
- HR Report – Report by B. Larsen that the draft for Medical Direction and Job Description for the Medical Director is complete. While be discussed at a later meeting.
- Interim Chief's Report – See attached Report
- Transition Committee – T. Turnquist reported that use of the old City Hall is moving forward. It is a work in progress and will have to meet our budget.

Consent Agenda

1. Approve check details and online payments for May 17 to June 13, 2020 in the amount of \$99,668.08
2. Approve write offs in the amount of \$405,891.81 per AMB recommendations.

Motion made by J. Petty to approve Consent Agenda as noted, second by T. Turnquist. Voice vote. Motion passed unanimously.

New Business

1. Discussion and possible action regarding amended 2020 BDAS Budget.-
Motion was made to recommend that the amended BDAS budget be presented to a BDAS Special Members Meeting for approval by R. Meier, second by J. Petty. General discussion ensued. Voice vote. Motion passes unanimously.

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2. Approve transfer of CARES funds from reserve accounts if needed. – Motion made to allow T. Snow, Financial Director to access funds with a capitation of 90 days from the CARES account with approval of the Commission Treasurer as needed by J. Petty with second by T. Turnquist. Short discussion. Voice vote. Passed unanimously.
3. Discussion and possible action/approval to have the BDAS Treasurer work with staff to complete all reports required to finalize the 2018 & 2019 Audits. - Motion to approve BDAS Treasurer to work with staff to finalize the 2018 & 2019 Audits made by J. Petty, second by R. Puttkamer. General discussion Passed unanimously.
4. Discussion and possible action on resuming in person meetings. – Motion was made to resume in person meetings develop a policy for attendance of Commission Members and staff by R. Meier with second by T. Stone. Discussion ensued. Voice vote. Passed unanimously.
5. Recommendations from Transition Committee
 - a. Discussion and possible action to approve Staff Appraisal Forms – Motion to approve Staff Appraisal Forms and implement them as presented by the Transition Committee made by T. Stone, second by T. Turnquist. B. Larsen explained the basis for the appraisal forms. Discussion ensued. Voice Vote. Approved unanimously.
 - b. Discussion and possible action to approve Job Description and Posting for Chief/EMS Director - Motion to approve Job Description and Posting for Chief/EMS Director with applications to be submitted by July 31, 2020 by J. Petty, with second by R. Puttkamer. Voice vote. Passed unanimously.
6. Discussion and possible action regarding legal representation at Commission Meetings

Motion was made by R. Puttkamer to have Agenda reviewed by Legal prior to posting to determine whether Legal should attend the BDAS Commission Meeting for representation, seconded by T. Turnquist. Voice vote. Seven (7) ayes, two (2) nays. motion passes.

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Commissioner Comments & Future Agenda Items

R. Meier will call a meeting for the Finance/Personnel Committee for an issue that has arisen. It will be in closed session.

R. Puttkamer asked to be replaced on the Finance/Personnel Committee due to new obligations he has with the Baraboo Town Board.

President T. Stieve asked if there was someone on the Commission that would be willing to serve on the Finance/Personnel Committee.

Heather Kierzek volunteered to serve and was appointed by President T. Stieve to replace R. Puttkamer on the Finance/Personnel Committee.

Next meeting to be July 22, 2020 at 7:00 p.m.

Adjournment

Motion to adjourn Regular BDAS Commission Meeting at 8:26 p.m. was made by T. Turnquist with second by T. Stieve. Motion passed unanimously by voice vote.

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